

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
FACILITIES MAINTENANCE COORDINATOR

DEFINITION

Performs diversified buildings and grounds maintenance and related support in a facility of limited scope and size; may serve as a lead worker; performs related duties as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

May assist the supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance and reassignments.

Designs small additions to the facility complex such as furniture, storage sheds, foot bridges, etc. by sketching the basic design and listing the materials needed or adapting existing designs to current needs.

Constructs from own sketches or from blueprints submitted by others small additions to the facility complex to expand the operation of the facility.

Performs minor repairs and preventative maintenance on existing buildings to maintain them in an aesthetic, functional condition.

Maintains the grounds of the facility in a condition that is both aesthetic and safe for others at the facility.

Operates heavy equipment such as tractors, small snow removal equipment, dozers, trenchers, sprayers, mowers, etc. to landscape the grounds and prepare the grounds for their intended use.

Operates and maintains the sewage treatment and disposal system for the facility in compliance with state regulations.

Operates and maintains the water treatment and distribution system for the facility in compliance with state regulations.

Operates and maintains the facility's furnaces and air conditioning systems to insure they are functioning properly and the facility's buildings are climatically habitual.

Performs maintenance and minor repairs on equipment used at the facility.

Prepares and maintains records of activities as required.

Designated positions perform duties related to snow and ice removal, which include: accessing the Roadway Weather Information System (RWIS), weather reports, and other related computers software applications to record and receive data and make decisions regarding times, temperatures, weather conditions, and material usage to operate snow and ice removal equipment such as, but not limited to single or tandem axle dump trucks that may be equipped with tailgate or hopper spreader, straight blades or V-plows, wing plows, and underside ice blades; includes preparing and spreading abrasives and de-icing chemicals on the roadway by using a loader for mixing abrasives and chemicals.

COMPETENCIES REQUIRED

Knowledge of the sewage system and the equipment used in this system.

Knowledge of the water treatment system and the equipment used in this system.

Knowledge of heavy equipment used in maintaining the facility's grounds.

Knowledge of cleaning and operating industrial furnaces and air conditioners.

Knowledge of cleaning and maintenance supplies used at the facility.

Knowledge of hand and power tools and their uses.

Knowledge of the safe operation of equipment and supplies at the facility.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations.

Ability to climb, kneel, crouch, crawl, stoop and twist and perform duties using appropriate tools and equipment within safety standards.

Ability to walk over uneven ground.

Ability to drive vehicles in a safe and conscientious manner.

Ability to read and write English.

Ability to understand and follow verbal and written directions/instructions given in English.

Ability to accurately perform mathematic calculations.

Ability to operate the equipment involved in the operation of the water and sewage treatment systems.

Ability to clean and maintain equipment used in maintaining the building and grounds.

Ability to perform skilled laborer work such as concrete finishing, painting, carpentry, plumbing, electrical work, and landscaping.

Ability to learn basic fire alarm systems monitoring/maintenance.

Ability to plan, organize, and control the work of subordinates.

Skill in the use of heavy equipment, power and hand tools.

Designated Department of Transportation positions will also require the:

Knowledge of effects of weather on road surfaces.

Knowledge of winter maintenance operations, such as anti-icing and de-icing principles.

Ability to drive equipment with a manual transmission and clutch.

Ability to appropriately use anti-icing or de-icing materials.

Ability to occasionally (1-33% of the time) lift/lower, carry and push/pull various amounts of force within the "heavy work" as defined by the US Department of Labor; team lift or mechanical assist recommended for weights over 75 pounds. Related work examples: 47 pound tool bucket, 61 pound snake/auger, 48 pound air compressor, 70 pound 5 gallon bucket of joint compound, and 85 pound 30" x 84" work surface, etc.

Ability to operate computers and/or other electronic devices and use programs/applications to conduct Department of Transportation business.

Skill in use of Roadway Weather Information System (RWIS), weather reports and other related computer software applications.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to three years of full-time work in the building and trades industry;

OR

employees with current continuous experience in the state executive branch that includes one year of full-time work as a Maintenance Repairer.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Driver's License may be required by the agency of employment.

All of the following apply to Department of Transportation positions only:

Designated positions must possess a valid Commercial Driver's License (CDL) Instruction Permit upon hire. Within 14 calendar days following appointment, a valid Class A or B [level determined by the appointing authority] Commercial Driver's License must be obtained and maintained with air brake and tanker endorsements in order to continue employment. Other endorsements may also be required.

If a CDL is not designated, all positions are required to have and maintain a minimum of a valid Class C Non-Commercial Operator's License.

In conjunction with Title 49 of the Code of Federal Regulations (parts 40 and 382), designated positions in this job class require a pre-employment drug screen and will require ongoing participation in the employer's random drug and alcohol testing program and will be subject to the regulations regarding the Federal drug and alcohol testing program.

Prior to starting employment, all persons are required to have a post offer pre-employment physical verifying the physical ability to perform the duties described.

NOTES

All of the following apply to Department of Transportation positions only:

Employees in designated positions must be able to travel and may be required to stay away from home overnight during assignments.

Employees must respond to emergency situations as required, including during non-routine working hours.

Effective Date: 10/13 BR